



Arnold Schwarzenegger - Governor
Sunne Wright, McPeak, Secretary, Business, Transportation & Housing Agency
Jeff Davi, Real Estate Commissioner

DEPARTMENT OF REAL ESTATE

Equal Opportunity Employer

Job Opportunity

Assistant Examination Proctor

FRESNO

(Salary \$9.78 – \$10.15 an hour)

The Department of Real Estate administers licensing examinations for Real Estate Brokers and Salespersons. DRE has a position to fill in the above location. Sales and broker exams are generally given on weekdays. Exam Proctors are expected to arrive by 7:30 a.m. for the broker exams and by 7:15 a.m. or 11:30 a.m. for the Sales exams. Sales exams generally conclude by 4:30 p.m., and broker exams generally conclude by 3:00 p.m. Proctors are usually scheduled to work at least one/two days per week. The Department of Real Estate office is located at 2550 Mariposa Mall, Suite 3070 in Fresno.

Duties of the Position Include:

Examination Proctors are responsible for setting up/clearing the Exam Room; completing various types of paperwork related to the exam; inspecting admittance documents and personal identification to assure that only authorized persons are admitted to the exam site; instructing and monitoring examinees to ensure compliance with prescribed rules and prevent dishonesty or collusion among examinees. Proctors are also responsible for the security of confidential exam material and booklets during the exam to be constantly aware that all booklets are accounted for, seeing that no one leaves the Exam Room without authorization, and assuring that no examination material is taken from the room.

Minimum Qualifications:

- One year of experience working with a group of people.

Necessary/Desirable Qualifications/Experience:

- Ability to follow specific oral and written procedures.
- Ability to speak clearly/audibly in front of a group.
- Analyze situations accurately and adopt an effective course of action.
- Be courteous and calm under trying conditions.
- Direct a group in a testing situation.
- Tact and patience.
- The ability to lift up to 25 pounds, when necessary.

Priority consideration will be given to CalWORKS/TANF participants. Applicants must file a State Application, Std. 678 and attach a verification of CalWORKS eligibility, which may include the most recent Notice of Action showing TANF eligibility or a copy of their last aid check stub. Applicants are responsible for providing verification.

Applications must be submitted to address below:

Michele Walton, Personnel Services
Department of Real Estate
2201 Broadway, P. O. Box 187000
Sacramento, CA 95818-7000
(916) 227-0802 or CALNET 498-0802

For information on the positions contact:

John Sweeney – District Manager
Sacramento District Office
(559) 445-5009 or CALNET 421-6280

California Relay Service: 1-800-735-2922 (Voice): 1-800-735-2929 (TDD)

Applications may be obtained from the State Personnel Board's (SPB) website at: <http://www.spb.ca.gov>.

Applications will be screened and only those most qualified will be contacted for an interview.

FINAL FILING DATE: OPEN UNTIL FILLED